



U.S. Department of Education 1998 Electronic Access Conferences



Session 10

Managing Your Data Production System



Getting Started

System management is one of the most important functions of the Financial Aid Office. Good system management will provide the infrastructure to run your office more efficiently and provide better service to your students.



Getting Started

- Evaluate Current Processes
- Determine Platform and Software
- Develop Implementation Plan



Evaluate Current Processes

- How do you do business now?
- Who performs the different functions?
- What do you currently do best?
- What areas do you need to improve?



Determine Platform and Software

- Obtain support from your administration
- What kind of hardware will you purchase?
- What kind of software will you use?
- Develop an implementation plan



Develop an Implementation Plan

- Prioritize functions to be implemented
- How will the function be performed after implementation?
- Who will perform the function?
- What is the priority deadline to implement?



Data Management

- System Design
- Procedures Documentation
- Production Schedule



System Design

Where is the data being stored?

C:\iam\data

C:\ede\9798

C:\ede\9899

Where is the data being moved to and from?

C:\datatemp



System Design (Con't)

- How will the different systems interface with each other?
- Importing and Exporting of Data
- Report Features



Procedures Documentation

- Begin by taking notes on how a process works.
- Compile notes and create a Processing Manual for the Office.
- Use basic notes to create a Training Guide for new employees.



Production Schedule

- What jobs will be run and when?
- Who will be responsible to run jobs?
- Who will act as backup?

Weekly Production Schedule

MON	TUES	WED	THUR	FRI
EDE DOWNLOAD BANNER CORRECT LOAN APPS	PACKAGING AWARDLTR's MIL's EFT LOANS DISBURSE	EDE DOWNLOAD BANNER CORRECT LOAN APPS	PACKAGING AWARDLTR's MIL's	EDE CORRECT/APP LOAN APPS

MONTHLY

MONTHLY

PELL GRANT HOPE GRANT SSCR EXIT COUNSELING



Data Management Software Tools

- EDExpress Batch Activity Log
- EDConnect Activity Log
- EDConnect Mailbox Query
- Title IV WAN On-Line Query
- Third Party Data Management Tools



Database Management Processes

- Database Maintenance
- Virus Checks
- Data Backups
- Data Archival



Eight Simple Steps to be Successful with EDE

- Step 1: Enter Data and Mark "Ready to Transmit"
- Step 2: Export (Batch) the data
- Step 3: Place "Send" Data in TQ
- Step 4: Transmit (Now or Later)

Wait 36 to 72 Hours



Eight Simple Steps to be Successful with EDE (Con't)

- Step 5: Place a "Receive Request" in TQ
- Step 6: Transmit (Now or Later)
- Step 7: Import Data
- Step 8: Print or View ISIRs, Lists, Comments etc.



Trouble Shooting

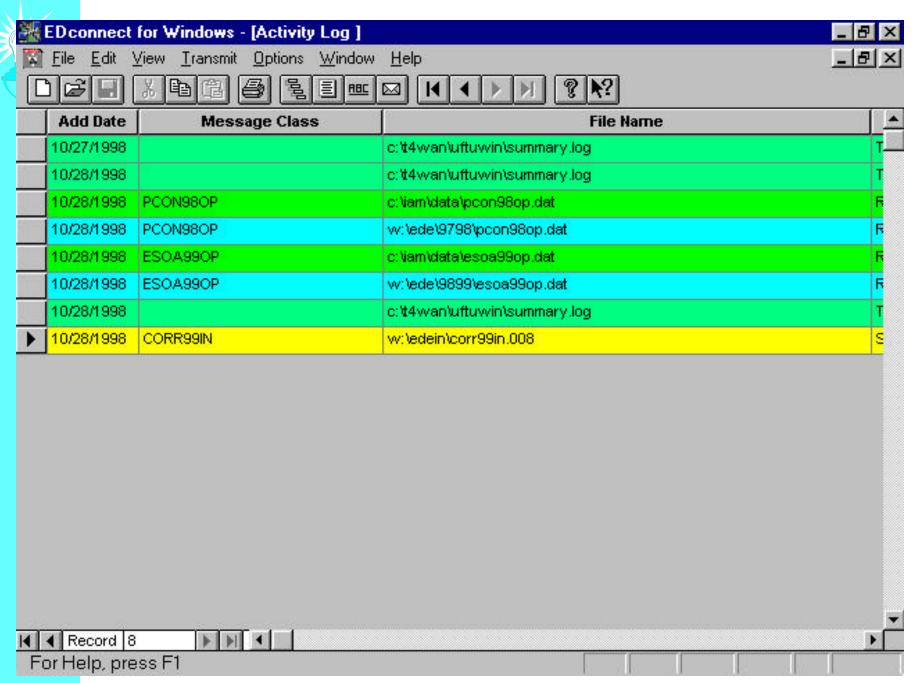
- Check entered data
- Check export activity log
- Check EDConnect activity log for transmission of batch
- Use Online Query to check TIVWAN Network Traffic for receipt of batch

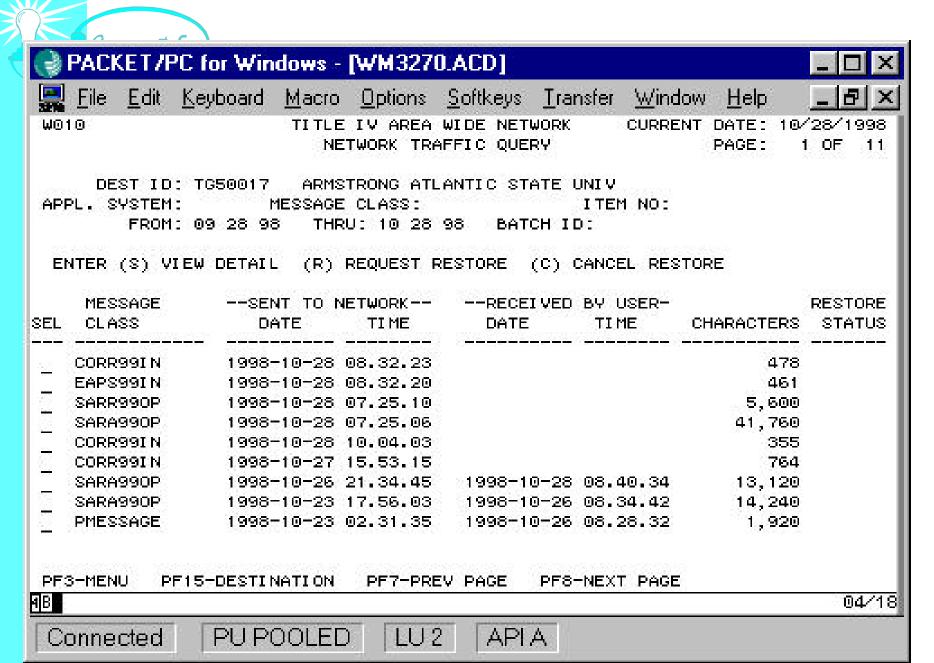


Trouble Shooting (Con't)

- Use Online Query to check CPS Process Control for receipt of batch
- Use Online Query to check TIVWAN Network Traffic for receipt of batch
- Use Mailbox Query to see if file is available for download

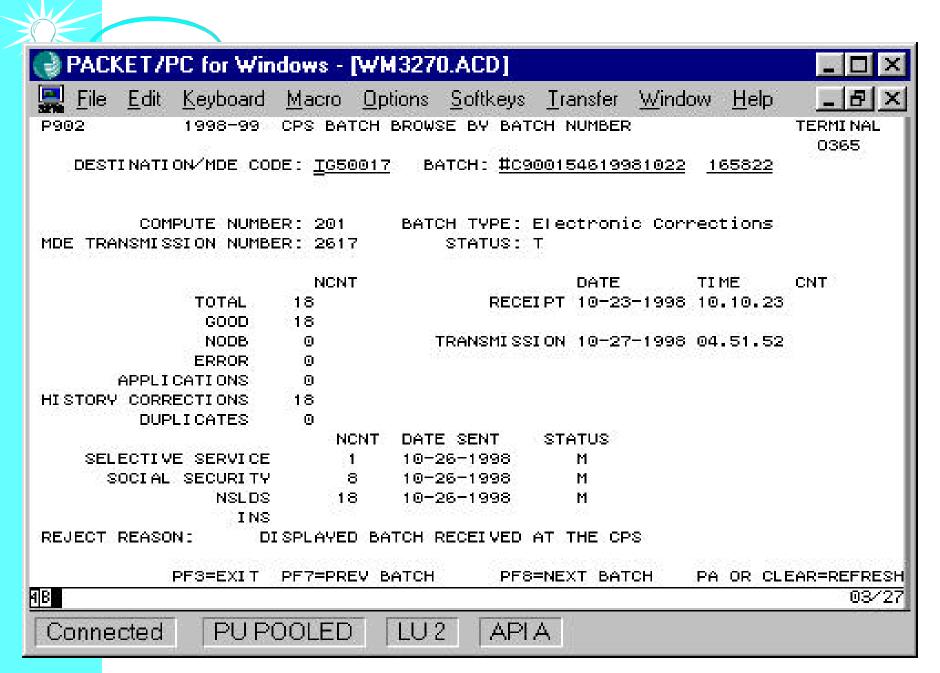
Browse Batch Activity Database X Da 🛧 User ID - Update **Batch Batch Date** Time - Create BTB #C900154619981028095913 10/28/ 10/28/1998 09:59:13 #D900154619980430142944 04/30/1998 14:29:44 BTB 05/06/ BTB #E900154619980112163147 02/12/1998 09:07:03 02/12/ #E900154619980113122751 08:23:43 BTB 02/11/1998 02/11/ #E900154619980114104043 02/12/1998 09:26:12 BTB 02/12/ 09:07:41 BTB 02/12/ #E900154619980115104050 02/12/1998 #E900154619980116141438 02/12/1998 09:25:51 BTB 02/12/ BTB 09:27:55 02/12/ #E900154619980121185424 02/12/1998 BTB 02/12/ #E900154619980122173929 02/12/1998 09:28:40 #E900154619980122235434 02/12/1998 09:30:00 BTB 02/12/ BTB 02/12/ #E900154619980123163213 02/12/1998 09:26:59 BTB #E900154619980126051819 02/12/1998 09:27:25 02/12/ #E900154619980127014901 02/12/1998 09:28:54 BTB 02/12/ 02/12/1998 09:30:21 ВТВ 02/12/ #E900154619980128022617 P H 4 Record 1 Close Help







PACKET/PC for Windows - [WM3270.ACD]	. 🗆 ×
<u>File Edit Keyboard Macro Options Softkeys Transfer Window Help</u>	. BX
P903 CPS 1998 - 1999 BATCHES BY MDE / EDE DESTINATION CODE PAGE 1 OF MDE/DEST CODE TG50017 INSTITUTION BATCH TYPE 6 MDE/DEST NAME ARMSTRONG ATLANTIC STATE UNIV MDE CODES: ROW=21 FE/FOW=41 ACT=51-56 ADE=71 NCS=72 PIC=81 BATCH TYPES: 1=APPS 2=CORRECTIONS 5=ISIR 6=ELEC CORRECTIONS 7=SYSTEM GE 8=ELEC APPS 9=RENEWAL APPS	4 NERATED
PLACE AN X BY THOSE BATCHES YOU WISH TO BROWSE 6 #C900154619981022165822	
ENTER=SEND DATA PF3=MENU PF7=BACK PF8=UP PA OR CLEAR=REFRESH	11/04
Connected PUPOOLED LU2 APIA	







Questions?